

# **Collaborative Research Center for American Indian Health**

## **Pilot Grants Program**



## **Request for Applications 2014**

## Table of Contents

<b>Table of Contents .....</b>	<b>2</b>
<b>Purpose .....</b>	<b>3</b>
<b>Eligibility &amp; Restrictions .....</b>	<b>3</b>
Eligible Organizations .....	3
Eligible Applicants .....	3
Restrictions.....	3
<b>Funds Available &amp; Project Timeline .....</b>	<b>3</b>
<b>Resources Available to Applicants .....</b>	<b>4</b>
Technical Assistance .....	4
Division & Cores .....	4
Community Engagement and Innovation Division .....	4
Culture, Science & Bioethics Core .....	4
Methodology Core .....	4
Regulatory Knowledge Core .....	5
<b>Letter of Intent .....</b>	<b>5</b>
<b>Application Guidelines .....</b>	<b>5</b>
Formatting Requirements .....	5
<b>Application Package .....</b>	<b>5</b>
Cover Component .....	5
Project Information .....	6
Research Plan Components .....	7
<b>Application Submission .....</b>	<b>10</b>
Submission.....	10
<b>Evaluation .....</b>	<b>11</b>
<b>Post-Award Information .....</b>	<b>11</b>
Carry-forward of Funds.....	11
Compliance Issues .....	11
Progress Reports.....	12
Acknowledgement .....	12
<b>Writing Resources .....</b>	<b>12</b>
<b>Program Contacts .....</b>	<b>12</b>

## Purpose

The purpose of the Collaborative Research Center for American Indian Health (CRCAIH) Pilot Grant Program is to fund cutting-edge **transdisciplinary** research that will address the significant health disparities experienced by American Indians in South Dakota, North Dakota and Minnesota. All Pilot Grants Program projects will embrace a “**social determinants of health**” theme leading to the improvement of **American Indian health**. This theme includes research on individual and community behaviors, as well as social conditions, including socio-economic, socio-political conditions, environment and cultural factors. CRCAIH Pilot Grants should have a strong potential for future funding, including sustainability and growth of the project.

## Eligibility & Restrictions

### Eligible Organizations

Community organizations, tribal organizations, businesses, local government entities, schools, institutions of higher education, advocacy organizations, and/or state and regional organizations that are eligible to receive federal funding are eligible to apply. Please contact the Sanford Research Grants Office if you have questions about eligibility (contact information at the end of this document).

### Eligible Applicants

Any individual(s) with the skills, knowledge, and resources necessary to carry out the proposed research as the Principal Investigator(s) is invited to work with his/her organization to develop an application for support. Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are encouraged to apply.

### Restrictions

- Projects must be relevant to the scope of the CRCAIH and must include a clear and direct connection to American Indian Health in South Dakota, North Dakota and/or Minnesota.
- Investigators may participate in more than one application per cycle, but cannot submit more than one application as the Principal Investigator of the project.
- Principal Investigators who have an active CRCAIH award as of February 24, 2014 are not eligible to apply. If a Principal Investigator has had a CRCAIH grant in the past, the new submission must be a new scholarly or creative activity.
- Only one resubmission is allowed. Subsequent submissions must be a new proposed scholarly or creative activity.

## Funds Available & Project Timeline

<b>Letter of Intent (<i>highly encouraged</i>)</b>	January 27, 2014
<b>Application Deadline</b>	<b>February 24, 2014</b>
<b>Notification of Awards</b>	April 2014
<b>Funding Period</b>	August 1, 2014 – July 31, 2015

- Projects with budgets of **\$25,000 to \$80,000 (direct costs)** will be accepted and should reflect the actual needs of the proposed project. The maximum budgeted project period is one year. Facilities and Administrative (F&A) Costs – indirect costs – are allowed at the applicant institution’s approved negotiated rate.
- The CRCAIH Pilot Grants Program will invest approximately \$240,000 (direct costs) toward American Indian health research during this funding cycle. Approximately 3-5 pilot grants will be awarded each year, depending on the quality of application and funding amounts requested.

## Resources Available to Applicants

### **Technical Assistance**

All applicants are encouraged to contact CRCAIH staff independently for project-specific or eligibility questions. The following technical assistance webinars are available to anyone interested in the CRCAIH Pilot Grants Program (e.g., principal investigators, co-investigators, collaborators, grants office staff, etc.). Please contact the CRCAIH Program Office ([info@crcaih.org](mailto:info@crcaih.org)) to sign up for the webinars.

<b>Division/Core Resources</b> <i>Hosted by the CRCAIH Program Office</i> Topics: Description of CRCAIH Division and Core resources for pilot grant applicants.	Dec 9 <sup>th</sup> , 2013 2:00-3:00 CST
<b>Writing a Pilot Grant</b> <i>Hosted by the CRCAIH Administrative Division</i> Topics: Focusing the research question, highlighting key points, and attention to grant reviewers' preferences.	Jan 8 <sup>th</sup> , 2014 2:00-3:00 CST
<b>Pre-Application Technical Assistance</b> <i>Hosted by the Sanford Research Grants Office</i> Topics: Program requirements, RFA/application overview, budgeting basics, and Q&A.	Jan 21 <sup>st</sup> , 2014 2:00-3:00 CST

### **Division & Cores**

The CRCAIH is a platform to build cutting-edge transdisciplinary research to address the significant health disparities in American Indian health. The CRCAIH has core resources available for pilot grant program awardees. These core resources are also available for prospective pilot grant applicants to utilize while the proposed project is being designed. **Applicants are highly encouraged to utilize these resources when designing a pilot project and preparing an application.**

Additional information is available by contacting the CRCAIH Program Office ([info@crcaih.org](mailto:info@crcaih.org), 605-312-6232) or on the CRCAIH website ([www.crcaih.org](http://www.crcaih.org)).

### **Community Engagement and Innovation Division**

The goal of the Community Engagement and Innovation Division (CEID) is to develop a regional American Indian health priorities response plan and distribute those findings to communities, researchers, healthcare organizations and policy makers. The CEID establishes community partnerships and Community Advisory Boards, which are crucial in identifying American Indian health priorities, increasing culturally-appropriate research and developing pilot grant projects. The CEID can help facilitate the use of the Community-Based Participatory Research model, through involvement of community members, organizational representatives, and researchers in all aspects of the research process.

### **Culture, Science & Bioethics Core**

The goal of the Culture, Science & Bioethics Core (CSBC) is to work with the identified tribes and researchers to provide culturally informed approaches to research through a culturally relevant and professional research educational model. The model helps provide communities and researchers with understanding for the potential impact of research, how to select appropriate protocols and incorporating collaborative initiatives which produce optimal opportunities for fostering research with reciprocal benefits for the community and researcher partnership.

### **Methodology Core**

The Methodology Core (MC) provides training in research and biostatistics for researchers at a variety of levels of knowledge, from entry level to more advanced. In addition, the MC provides assistance during the process of protocol development. Persons developing research proposals are encouraged to discuss them with MC staff. Upon notice of award, the MC will work with awardees to design and implement their research projects. Finally, after completion of data collection, the MC will assist with analysis of the data. Our mission is to support the research process.

## Regulatory Knowledge Core

The Regulatory Knowledge Core (RKC) is able to provide guidance in understanding institutional and Tribal IRB submission processes and requirements, pre-review of submission for accuracy or address areas of special concerns to the investigators. The RKC also provides auditing services at the request of CRCAIH investigators; including reviews in response to concerns presented by IRBs, and general assessments and/or evaluations of project processes.

## Letter of Intent

Submission of the letter of intent is **highly encouraged**, but not required. It will allow the CRCAIH to estimate the potential review workload and plan the review. By the date listed, prospective applicants are asked to submit a letter of intent that includes the following information:

- Descriptive title of proposed research
- Brief paragraph stating the purpose of the project
- Name, address and telephone number of the Principal Investigator(s)
- Names of other key personnel
- Participating institutions

This letter of intent should be sent to the CRCAIH Principal Investigator by **January 27, 2014**:

Amy Elliott, PhD  
Sanford Research  
2301 East 60<sup>th</sup> Street North  
Sioux Falls, SD 57104-0569  
Phone: 605-312-6232  
Fax: 605-312-6071  
Email: [info@crcaih.org](mailto:info@crcaih.org)

## Application Guidelines

**One electronic version (PDF file) of each proposal, organized as shown below, must be received by the Sanford Research Grants Office (see *Contacts at the end of this document*) by 5:00 PM CST on the stated deadline. The body of the application (minus appendices) should be submitted in a Word document.**

### Formatting Requirements

- Font: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface; a black font color; and a font size of 11 points or larger. A symbol font may be used to insert Greek letters or special characters. Figures and tables may be used but must fall within the appropriate margins.
- Paper Size: Use standard paper size (8 1/2" by 11").
- Margins: Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- Headers & Footers: Use the headers and footers provided. Insert the Principal Investigator's name (Last, First, MI) in the top left margin.
- Proposals that do not follow these guidelines or abide by the page/word limitations may be returned without review.

## Application Package

**Applications must be submitted on the template provided.** This form must be filled out in its entirety for an application to be accepted and assigned for review.

### Cover Component

#### 1. Cover Sheet

Includes: title (**Limit: 81 characters, including spaces**), type of application, funds requested, other funding,

applicant organization's legal address/information, Authorized Organization Representative/Signing Official Assurance contact information, Principal Investigator/Co-Principal Investigator(s) contact information, site locations, and authorized signatures.

Signatures are required upon submission of the application. It is the Principal Investigator's responsibility to obtain the required signatures. **Applications without appropriate sign-off will be returned without review.**

## **Project Information**

### **2. Project Descriptions**

#### **A. Project Abstract (Limit: 500 words)**

The Project Abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the broad, long-term objectives and specific aims, making reference to the impact on American Indian Health. Describe concisely the research design and methods for achieving the stated goals. This section should be informative to other persons working in the same or related fields and understandable to a lay reader. Avoid describing past accomplishments and the use of the first person.

#### **B. Project Narrative (Limit: 3-5 sentences)**

Provide a brief overview of the project and describe the relevance of this research to public health. Be succinct and use plain language understandable by a general, lay audience. The Project Narrative is made public for all awarded grants both by Sanford Research and the National Institutes of Health.

### **3. Biographical Sketches (include in Appendix A) (Limit: 4 pages per person)**

NIH-style biographical sketches must be included for all senior/key personnel and significant contributors. The biographical sketch may not exceed four (4) pages per person; this limit includes the table at the top of the first page. Biographical sketches should be included as Appendix A of the application package (use the template provided to prepare this section). A sample biographical sketch is available on the NIH website: <http://grants.nih.gov/grants/funding/phs398/phs398.html>.

Complete the educational block at the top of the format page beginning with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training, separately referencing residency training when applicable. For each entry, provide the name and location of the institution; the degree received (if applicable); the month and year the degree was received, and the field of study. For residency entries, the field of study section should reflect the area of residency. An eRA Commons ID is required for the Principal Investigator(s).

Following the educational block, complete sections A, B, C, and D as described below:

**A. Personal Statement.** Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., Principal Investigator, mentor, participating faculty) in the proposed project.

**B. Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.

**C. Selected Peer-reviewed Publications.** Applicants are encouraged to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on date of publication, importance to the field, and/or relevance to the proposed research. When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant and arose from

NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article.

**D. Research Support.** List both selected ongoing and completed (during the last three years) research projects (Federal or non-Federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the senior/key person identified on the Biographical Sketch. *Do not include number of person months or direct costs.*

**4. Facilities, Equipment & Other Resources (No page limit)**

Identify the facilities to be used (laboratory, computer, office, clinical and other) and equipment already available for this project. If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. If there are multiple site locations, describe the resources available at each site. If applicable, describe any special facilities used for working with biohazards or other potentially dangerous substances.

Describe how the environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the environment, discuss ways in which the proposed studies are transdisciplinary and will benefit from unique features of the environment or subject populations or will employ useful collaborative arrangements.

**Research Plan Components**

**5. Research Strategy (Limit: up to 6 pages)**

Organize the Research Strategy in the specified order using the instructions provided below. Start each section with the appropriate section heading – Specific Aims (max. 1 page), Significance, Innovation, and Approach. Cite relevant published works in the Research Strategy section and provide the full reference in the References Cited section.

**A. Specific Aims**

- State concisely the goals of the proposed community-based participatory research and summarize the expected outcome(s), including the impact results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop a new technology.
- The Specific Aims section cannot exceed one page.

**B. Significance**

- Describe how the proposed project focuses on the theme of social determinants of health in American Indians in the ND, SD, and/or MN region.
- Address how the project contributes to a reduction in (or elimination of) a health disparity among American Indians.
- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and /or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

**C. Innovation**

- Explain how the application challenges and seeks to improve current research or clinical practice paradigms.



- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- Explain any refinements, improvement, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

#### **D. Approach**

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.
- Discuss how proposal is using the principles of Community-based Participatory Research/Tribal Participatory Research.
- Describe commitment of all partners involved.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

#### **6. References Cited (No page limit)**

Provide a list of any references cited in the Research Strategy. Each reference must include names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. Follow scholarly practices in providing citations for source materials relied upon in preparing any section of the application.

When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant and arose from NIH support, provide the NIH manuscript Submission reference number (e.g. NIHMS97531) or the PubMed Central (PMC) reference number (e.g. PMCID234567). If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate "PMC Journal – In Process." Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PubMed ID (PMID) numbers along with the full reference. The references should be limited to relevant and current literature. Additional instructions are available on the NIH website (beginning on page 39): <http://grants.nih.gov/grants/funding/phs398/phs398.pdf>.

#### **7. Human Subjects (No page limit)**

For all research involving human subjects, applicants must address the adequacy of protections for research participants against research risks, and the appropriate inclusion of women, minorities, and children, based on the information provided in the application. Detailed instructions are available on the NIH website under Part II Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan: <http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf>.

##### **A. Protection of Human Subjects**

- Describe the subject population (e.g., number, age range) and rationale for including vulnerable populations.
- Describe the sampling strategies and data that will be collected.
- Describe the potential risks to subjects (physical, psychological, financial, legal, or other), likelihood, and seriousness of risks, as well as plans for protecting against risk.
- Detail plans for recruitment of subjects, and the process for obtaining informed consent (proposed studies with children require assent as well as parental consent).
- If proposing a clinical trial, a Data Safety and Monitoring Plan must be outlined in this section. Additional instructions are available at: <http://www.nlm.nih.gov/ep/dsm.html>.



## **B. Inclusion of Women & Minorities**

- Describe the subject selection criteria and rationale of selection of sex/gender and racial/ethnic group members in terms of your proposed study design and scientific objectives.
- Include a rationale for exclusion of any of any sex/gender and racial/ethnic group.

## **C. Planned Enrollment Report (if applicable)**

- If this application involves human subjects, applicants must complete the Planned Enrollment Report included in application in its entirety. Additional instructions are available on the NIH website under Part II Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan (section 4.3):  
<http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf>.

## **D. Inclusion of Children**

- For purposes of these guidelines, a child is defined as an individual under the age of 21 years.
- Provide a description of plan to include children or justify why they will be excluded.
- If children are included, describe rationale for focusing on particular age group and expertise of research team and appropriateness of environment/resources to work with children.

## **E. Institutional Review Board Approval**

- Appropriate Institutional Review Board (IRB) approval(s) is required prior to the start of the project. Official award letters will not be released until the appropriate approvals are in place. Please keep in mind the multiple factors that affect the time required for IRB review and plan accordingly.
- If any approvals have already been obtained, include a copy of the approval letter in Appendix C.
- If approvals from other IRBs have already been obtained, include a copy of the approval letter in Appendix C. In addition, copy and paste the questions in Section E and complete for each IRB.
- Upon award, organizations will be required to work with the Regulatory Knowledge Core to ensure appropriate approvals (e.g., Institutional, Tribal, Sanford, National Institutes of Health) are in place prior to the start of the project.
- Guidelines for exemption from Human Subjects Regulations are available at <http://answers.hhs.gov/ohrp/categories/1564>

## **8. Multiple Principal Investigator Leadership Plan (if applicable) (No page limit)**

For applications designating multiple Principal Investigators, a leadership plan must be included. A rationale for choosing a multiple Principal Investigator approach should be described. The governance and organizational structure of the leadership team and the research project should be described, including communication plans, process for making decisions on scientific direction, and procedures for resolving conflicts. The roles and administrative, technical, and scientific responsibilities for the project or program should be delineated for the Principal Investigators and other collaborators.

## **9. Consortium/Contractual Arrangements (include in Appendix B) (if applicable) (No page limit)**

Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s). If consortium/contractual activities represent a significant portion of the overall project, explain why the applicant organization, rather than the ultimate performer of the activities, should be the grantee. If available, include copies of any consortium/contractual agreements in Appendix B.

## **10. Letters of Support (mandatory from collaborating organizations) (include in Appendix B) (No page limit)**

Attach all appropriate letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as senior/key personnel and other significant contributors included in the grant application. **Letters from collaborating organizations (e.g., tribal partners) are required.** Letters are not required for personnel (such as research assistants) not contributing in a substantive, measurable way to the scientific development or execution of the project. For consultants, letters should include rate/charge for consulting services.

## 11. Resource Sharing Plan/Data Management Plan (No page limit)

Provide a detailed explanation of how the data will be collected, analyzed, and interpreted. Additionally, provide a brief 1-paragraph description of how final research data will be shared, or explain why data-sharing is not possible. Additional instructions are available on the NIH website (beginning on page 50): <http://grants.nih.gov/grants/funding/phs398/phs398.pdf>.

## 12. Budget (No page limit)

Complete the table in the application package and provide a detailed budget justification with respect to the proposed project. If applicable, describe how other funds will contribute to this project. Detailed instructions, including category descriptions, are available on the NIH website (beginning on page 35): <http://grants.nih.gov/grants/funding/phs398/phs398.pdf>. **It is highly recommended that you work with the Sanford Research Grants Office to complete your budget.**

- Projects with budgets of **\$25,000 to \$80,000 (direct costs)** will be accepted and should reflect the actual needs of the proposed project. The maximum budgeted project period is one year (August 1, 2014 – July 31, 2015).
- Facilities and Administrative (F&A) Costs – indirect costs – are allowed at the applicant institution's approved negotiated rate.
- The Principal Investigator(s) is required to attend and present at the CRCAIH Annual Summit. Costs associated with travel to this meeting, up to \$1000, may be included in the budget.

### A. Allowable and Unallowable Costs

- **Allowable Costs:** salary/benefits for project personnel; laboratory costs, including blood draws; medical supplies; shipping costs; travel necessary to carry out the project; participant support/incentives (include under 'Other Expenses'); publication costs; computers; miscellaneous supplies; external consultant services; and subcontracts.
- **Unallowable Costs:** support for basic or preclinical research (e.g., animal)

### B. Facilities and Administrative (F&A) Costs/Indirect Costs (Applicant Institution's Indirect Costs)

- Facilities and Administrative (F&A) Costs – indirect costs and overhead – are costs incurred by your organization. This may include costs of electricity to run the building, equipment shared among many researchers, or administrative efforts to support research. F&A Costs are typically difficult to itemize or charge directly to individual projects.
- F&A costs are allowed at the applicant institution's approved negotiated rate.
- If requesting F&A Costs, complete the appropriate section in the application package (12.L.). The institutional signing official and/or grants office should have access to the institution's Indirect Cost Negotiation Agreement which contains all of the information to complete this section.

## 13. Appendix (A, B & C)

The following materials may be included as appendices:

- A. Biographical Sketches
- B. Consortium/Contractual Arrangement and Letters of Support
- C. Publications, surveys, questionnaires, other data collection instruments, clinical protocols, and informed consent documents.

## Application Submission

### Submission

- Application form is available by contacting the Sanford Research Grants Office or on the CRCAIH website: <http://www.crcaih.org>.
- One electronic version (PDF) of the application must be received by the Sanford Research Grants Office ([researchgrants@sanfordhealth.org](mailto:researchgrants@sanfordhealth.org)) no later than **5:00 p.m. CST on February 24, 2014**. All applicants will receive a confirmation e-mail when their application is received.

- In addition to the complete application package, please include a word document containing the body of the application (excluding appendices) with the submission.

## Evaluation

The external review board made up of individuals outside of the CRCAIH participating entities will convene to discuss proposals and make funding recommendations. The Pilot Grants Subcommittee makes final funding decisions and may require modifications in the budget as a condition of award. Members of the external review board are selected based on their experience with transdisciplinary research in American Indian health. The review and scoring process will allow for selection of research projects with the following priorities:

- Project is relevant to the scope of the CRCAIH (i.e., focuses on transdisciplinary, social determinants of health, and American Indian health research) and contributes to a reduction in, or elimination of, a health disparity.
- Project scope is reasonable and based on a solid scientific methodology/rationale and includes an effective plan for meeting its objectives.
- Project is innovative, with strong potential for future funding that will support the sustainability and growth of the project.
- Project proposes effective use of requested resources, and has a high likelihood of success due to the environment (e.g., investigator, facilities).
- Project meets a high standard of Community-based Participatory Research/Tribal Participatory Research and there is a high level of commitment from all partners.

Applications will receive reviewer comments within three months of the application deadline. Only one resubmission will be allowed. Subsequent submissions must comprise of a new proposed scholarly or creative activity.

## Post-Award Information

### Carry-forward of Funds

Investigators are encouraged to expend funds within the period referenced in the application. Requests for carry-forward funding from one period to the next are permitted one time only (as a no-cost extension), limited to 25% of the total award. These carry-forward funds are not guaranteed, and will be allocated depending on availability of funds and adequate progress of the project. The special circumstances requiring carry-forward funds should be referenced in the request and also in any applicable progress reports. Requests for carry-forward funds must be submitted prior to 90 days before the end of the grant period. Any funds remaining at the conclusion of the no-cost extension will be reclaimed for possible re-allocation to other projects.

### Compliance Issues

Prior to transfer of any funds, appropriate compliance approvals must be obtained. Applicable Sanford Health and National Institutes of Health policies and practices must be followed with respect to human subjects, radiation safety, and biohazardous materials. Sanford has a policy (RES-901 Disclosure and Management of Financial Interests) requiring disclosure of financial interests that meet the definition of *significant financial interests*. The policy is based on regulations implemented by the federal government in 1995 and revised in 2011. As such, Sanford is responsible for determining if those interests could directly and significantly affect the design conduct, or reporting of research. If so, the significant financial interest may present a conflict (or the appearance of a conflict). If a financial conflict of interest is found to exist, a management plan will be developed with the investigator to minimize the conflict. All awards are contingent upon successful completion and approval of Sanford's Conflict of Interest process prior to the start of the project. Institutions with NIH acceptable conflict of interest policies will be asked to provide confirmation that each person involved in the project has successfully completed this process.

## **Progress Reports**

Quarterly and final progress reports are required for all funded projects. Each report should be limited to four pages total and include a description of results obtained to date, changes in the project or personnel, publications and presentations that have resulted from the work, patents, and progress toward other goals.

## **Acknowledgement**

All publications and presentations must make the following acknowledgement in an appropriate location: "Research reported in this publication was supported by the National Institute On Minority Health and Health Disparities of the National Institutes of Health under Award Number U54MD008164 (Elliott). The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health." For posters and similar items, you may use the following shortened acknowledgement: "This project is supported by the NIMHD of the NIH under Award Number U54MD008164 (Elliott)."

## **Writing Resources**

- **Common Mistakes in Writing Applications (NIH/NIMH)** *Provides an overview of common mistakes made in writing NIH applications.*  
<http://www.nimh.nih.gov/research-funding/grants/common-mistakes-in-writing-applications.shtml>
- **How to Write a Research Grant Application (NIH/NINDS)** *Provides an overview of the NIH research grant application process; relevant topics include: how to develop your research plan and human subjects sections, writing tips and problems/concerns commonly cited by reviewers.*  
[http://www.ninds.nih.gov/funding/write\\_grant\\_doc.htm](http://www.ninds.nih.gov/funding/write_grant_doc.htm)
- **Writing Your Application (NIH/HHS)** *Provides important writing tips.*  
[http://grants.nih.gov/grants/writing\\_application.htm](http://grants.nih.gov/grants/writing_application.htm)
- **Public Health Service Grant Downloadable Instructions & Forms** *Provides additional detail to the instructions provided; includes links to biographical sketch template and examples.*  
<http://grants.nih.gov/grants/funding/phs398/phs398.html>  
<http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf>

## **Program Contacts**

### **CRCAIH Office**

Leah Bangston  
Phone: 605-312-6232  
Email: [info@crcaih.org](mailto:info@crcaih.org)

### **Sanford Research Grants Office**

Ronda Hinsch  
Phone: 605-312-6077  
Email: [researchgrants@sanfordhealth.org](mailto:researchgrants@sanfordhealth.org)

*This project is supported by the National Institute on Minority Health and Health Disparities of the National Institutes of Health under Award Number U54MD008164.*